

Foreward



Enterprise Desktop Reference Guide

Like many other things in the government, acquisition has undergone significant reform. The results of those efforts changed, and streamlined our processes while providing acquisition professionals flexibility and wide latitude in exercising sound business judgements. To be the Government's business leaders, we must provide responsive, creative, solution-oriented service to support program missions. In that regard, it is the *vision* of the Office of Acquisition Management ...

that acquisition professionals be viewed by the program as team members with knowledge, integrity which adds value, and as essential resources to accomplishing the program.

Procurement Professionals must have integrity, and be comfortable with ambiguity, flexible, proactive, trustworthy, and team players. They must possess technical and technological skills, visionary skills, persuasive skills, communication skills, the ability to work with numbers and measurements, and the ability to learn. To be all of these things they must have tools in their toolkit to successfully perform. The mission of the Office of Acquisition Management is to provide an acquisition environment and tools which create a culture that promotes mission success while protecting the public interest.

I am pleased to introduce to you the Commerce Standard Acquisition and Reporting System (CSTARS). I have heard your requests over the years for a new tool to replace the deteriorating and obsolete systems you currently use in performing your jobs. Existing systems can result in laborious, time consuming, and at times, confusing process.

CSTARS is an enterprise-wide system, which provides a standard business process for the acquisition workforce. The key guiding principle behind this system deployment is bureau empowerment, not central ownership. For that reason, each bureau participated in developing and documenting the process. The CSTARS Standard Business Process (CSTARS SBP) contains three acquisition phases: plan the acquisition; screen vendors & award; and manage for results.

CSTARS will assist us in achieving various goals, including:

- *Increased opportunities for small business;*
- *Reliable and accurate department-wide procurement-related financial information;*
- *Improved customer service;*
- *Lower purchasing costs; and*
- *Making strides towards becoming a Digital Department.*

Acquisition professionals will begin using the system in the Office of the Secretary, Office of the Inspector General, Office of Administrative Services, COMMITS Program Office, and National Institute of Standards and Technology during FY 2001. This first deployment will be a pilot phase where future deployment decisions will be made. The pilot phase of CSTARS will focus primarily on the Screen Vendors & Award phase, however, CSTARS SBP encompasses all three phases. This manual defines the specific keystrokes and system functionality of each phase for the SBP, and will allow individual bureau flexibility through supplemental addendum. This is a living document and will be updated as changes to the software occur or as required for administrative reasons.

CSTARS should be coming to your bureau soon. I look forward to celebrating its success with you.

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